



DEFENSE LOGISTICS AGENCY
DEFENSE LOGISTICS SUPPORT COMMAND
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MAY 21 1998

IN REPLY
REFER TO

DLSC-P
PROCLTR 98-09

MEMORANDUM FOR PROCLTR DISTRIBUTION LIST

SUBJECT: Centralized Contractor Registration - Final DFARS Rule
(DFARS Case 97-D005)

By Memorandum of March 31, 1998 (Attachment 1), the Director, Defense Procurement advised that the DFARS has been amended to revise Parts 204, 212 and 252 to require contractor registration in the DoD Central Contractor Registration (CCR) database prior to award of any contract (including purchase orders), basic agreement, basic ordering agreement, or blanket purchase agreement, unless the award results from a solicitation issued on or before May 31, 1998. Limited exceptions to this policy are identified at 204.7302(a) - (e).

The new DFARS coverage includes a clause at 252.204-7004 which provides offerors information relative to CCR registration requirements, and requires that the offeror provide a Data Universal Numbering System (DUNS) or DUNS+4 number with its oral or written offer at any dollar value. The coverage also provides procedures for verification of an offeror's CCR registration (204.7303(2)), and procedures to be followed if the prospective awardee is not registered (204.7303(b)).

Coverage at 204.7303, Procedures, authorizes the contracting officer to verify registration by calling a toll free number, by using the Internet, or as otherwise provided by agency procedures. An Interactive Voice Response system has been developed. Call 1-800-841-4431 or DSN 932-5757 and key in the DUNS number. You will be informed if the contractor is in the CCR. Additional guidance for verification procedures is provided in Attachment 2. To facilitate automatic verification of CCR registration, Systems Change Requests (SCRs) have been initiated to establish an automated interface between the CCR database and DLA Automated Information Systems (i.e., SAMMS, DPACS, DISMS, and BOSS). Until such automated interfaces have been established, it is recommended that contracting officers query the Internet CCR database using the Commercial and Government Entity (CAGE) code. (The phone method only works if the contracting officer has a DUNS number.) The Internet address is <http://ccr.edi.disa.mil/ccr/cgi-bin/status.pl>.

Coverage at 204.7303(b)(2)(d) requires that the contracting officer provide, on contractual documents transmitted to the payment office, either the CAGE code or the DUNS number, in accordance with agency procedures. Corresponding DLAD coverage (Attachment 3) specifies that the CAGE may be used since this is the current practice and is in accordance with DFARS 253.213-70, Instructions for Completion of DD Form 1155.



MAY 21 1998

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In order to be registered in the CCR, both a potential contractor's CAGE code and DUNS number must be provided, and the DUNS number is to be collected from the offeror "with its offer, regardless of the dollar amount" (204.7303(a)(1)). We understand that not all our automated solicitation systems, e.g., DPACS, Electronic Bulletin Boards, and Internet quoting are currently able to accommodate the requirement for collecting a DUNS number from the offeror at dollar values below \$25,000. If necessary, in order to be in compliance with the DFARS policy on June 1, 1998, SCRs should be developed or other measures taken to ensure that the DUNS number can be obtained from the offeror through the AIS(s) in use at your activity.

This PROCLTR is effective immediately and will remain in effect until the attached DFARS coverage is published in a future DAC and the coverage at Attachment 3 is incorporated into the DLAD, but in no event later than one year from the issue date. The point of contact for this PROCLTR is Robert Gee, DLSC-PRS. He may be reached at DSN 235-5242 or Commercial (703) 275-5242.



THOMAS D. RAY
Assistant Executive Director, Procurement
(Operations & Program Management)

Attachments



ACQUISITION AND
TECHNOLOGY

DP (DAR)

OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

March 31, 1998

In reply refer to
DFARS Case: 97-D005
D. L. 98-008

MEMORANDUM FOR DIRECTORS OF DEFENSE AGENCIES
DEPUTY FOR ACQUISITION AND BUSINESS MANAGEMENT,
ASN(RD&A)/ABM
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING), SAF/AQC
DEPUTY ASSISTANT SECRETARY OF THE ARMY
(PROCUREMENT)
DEPUTY DIRECTOR (ACQUISITION), DEFENSE LOGISTICS AGENCY

SUBJECT: Central Contractor Registration

We have amended Parts 204, 212, and 252 of the Defense Federal Acquisition Regulation Supplement (DFARS) to require contractor registration in a DoD Central Contractor Registration database prior to award of any contract, basic agreement, basic ordering agreement, or blanket purchase agreement, unless the award results from a solicitation issued on or before May 31, 1998.

This final DFARS rule is effective immediately, and will be included in a future Defense Acquisition Circular.

Eleanor R. Spector
Director, Defense Procurement

Attachment

cc: DSMC, Ft. Belvoir



CENTRAL CONTRACTOR REGISTRATION
DFARS CASE 97-D005
FINAL RULE

The baseline is the DFARS through DAC 91-13. Added language is in [bold and brackets].

[SUBPART 204.73--CENTRAL CONTRACTOR REGISTRATION

204.7300 Scope.

This subpart prescribes policies and procedures for requiring contractor registration in the DoD Central Contractor Registration (CCR) database to comply with the Debt Collection Improvement Act of 1996 (31 U.S.C. 3332; 31 U.S.C. 7701), and to increase visibility of vendor sources for specific supplies and services and their geographical locations.

204.7301 Definitions.

"Central Contractor Registration (CCR) database," "Data Universal Numbering System (DUNS) number," "Data Universal Numbering System+4 (DUNS+4) number," and "Registered in the CCR database" are defined in the clause at 252.204-7004, Required Central Contractor Registration.

204.7302 Policy.

After May 31, 1998, prospective contractors must be registered in the CCR database, prior to award of a contract, basic agreement, basic ordering agreement, or blanket purchase agreement, unless the award results from a solicitation issued on or before May 31, 1998. This policy applies to all types of awards except the following:

- (a) Purchases made with a Governmentwide commercial purchase card.
- (b) Awards made to foreign vendors for work performed outside the United States.
- (c) Classified contracts or purchases (see FAR 4.401).
- (d) Contracts awarded by deployed contracting officers in the course of military operations, including, but not limited to, contingency operations as defined in 10 U.S.C. 101(a)(13), or contracts awarded by contracting officers in the conduct of emergency operations, such as responses to natural disasters or national or civil emergencies.

(e) Purchases to support unusual or compelling needs of the type described in FAR 6.302-2.

204.7303 Procedures.

(a)(1) Except as provided in 204.7302, the contracting officer shall require each offeror to provide a DUNS or, if applicable, a DUNS+4 number, with its verbal or written offer, regardless of the dollar amount of the offer.

(2) Prior to making an award of any contract, basic agreement, basic ordering agreement, or blanket purchase agreement after May 31, 1998, unless the award results from a solicitation issued on or before May 31, 1998, the contracting officer shall verify that the prospective awardee is registered in the CCR database (but see paragraph (b) of this section). The contracting officer may verify registration using the DUNS number or, if applicable, the DUNS+4 number, by calling toll free: 1-800-841-4431, commercial: 1-616-961-5757, or Defense Switched Network (DSN): 932-5757; via the Internet at <http://ccr.edi.disa.mil/ccr/cgi-bin/status.pl>; or as otherwise provided by agency procedures.

(3) Verification of registration is not required for orders or calls placed under contracts, basic agreements, basic ordering agreements, or blanket purchase agreements.

(4) After May 31, 1998, as part of the annual review of basic agreements, basic ordering agreements, and blanket purchase agreements, contracting officers shall modify these agreements to incorporate the clause at 252.204-7004, Required Central Contractor Registration.

(b) If the contracting officer determines that a prospective awardee is not registered in the CCR database, the contracting officer shall--

(1) If the needs of the requiring activity allow for a delay, proceed to award after the contractor is registered; or

(2) If the needs of the requiring activity do not allow for a delay, proceed to award to the next otherwise successful registered offeror, provided that written approval is obtained at one level above the contracting officer.

(c) Agencies shall protect against improper disclosure of contractor CCR information.

(d) The contracting officer shall, on contractual documents transmitted to the payment office, provide either the Commercial and Government Entity code or the DUNS number in accordance with agency procedures.

204.7304 Contract clause.

Except as provided in 204.7302, use the clause at 252.204-7004, Required Central Contractor Registration, in-

(a) Solicitations issued after May 31, 1998;

(b) Contracts resulting from solicitations issued after May 31, 1998; and

(c) Basic agreements, basic ordering agreements, and blanket purchase agreements issued after May 31, 1998, unless they resulted from solicitations issued on or before May 31, 1998.]

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SUBPART 212.3-SOLICITATION PROVISIONS AND CONTRACT CLAUSES FOR THE ACQUISITION OF COMMERCIAL ITEMS

212.301 Solicitation provisions and contract clauses for the acquisition of commercial items.

(f) * * * * *

[(iv) Use the clause at 252.204-7004, Required Central Contractor Registration, as prescribed in 204.7304.]

SUBPART 252.2-TEXTS OF PROVISIONS AND CLAUSES

* * * * *

[252.204-7004 Required Central Contractor Registration.

As prescribed in 204.7304, use the following clause:

REQUIRED CENTRAL CONTRACTOR REGISTRATION (MAR 1998)

(a) Definitions.

As used in this clause--

(1) "Central Contractor Registration (CCR) database" means the primary DoD repository for contractor information required for the conduct of business with DoD.

(2) "Data Universal Numbering System (DUNS) number" means the 9-digit number assigned by Dun and Bradstreet Information Services to identify unique business entities.

(3) "Data Universal Numbering System +4 (DUNS+4) number" means the DUNS number assigned by Dun and Bradstreet plus a 4-digit suffix that may be assigned by a parent (controlling) business concern. This 4-digit suffix may be assigned at the discretion of the parent business concern for such purposes as identifying subunits or affiliates of the parent business concern.

(4) "Registered in the CCR database" means that all mandatory information, including the DUNS number or the DUNS+4 number, if applicable, and the corresponding Commercial and Government Entity (CAGE) code, is in the CCR database; the DUNS number and the CAGE code have been validated; and all edits have been successfully completed.

(b) (1) By submission of an offer, the offeror acknowledges the requirement that a prospective awardee must be registered in the CCR database prior to award, during performance, and through final payment of any contract resulting from this solicitation, except for awards to foreign vendors for work to be performed outside the United States.

(2) The offeror shall provide its DUNS or, if applicable, its DUNS+4 number with its offer, which will be used by the Contracting Officer to verify that the offeror is registered in the CCR database.

(3) Lack of registration in the CCR database will make an offeror ineligible for award.

(4) DoD has established a goal of registering an applicant in the CCR database within 48 hours after receipt of a complete and accurate application via the Internet. However, registration of an applicant submitting an application through a method other than the Internet may take up to 30 days. Therefore, offerors that are not registered should consider applying for registration immediately upon receipt of this solicitation.

(c) The Contractor is responsible for the accuracy and completeness of the data within the CCR, and for any liability resulting from the Government's reliance on inaccurate or incomplete data. To remain registered in the CCR database after the initial registration, the Contractor is required to confirm on an annual basis that its information in the CCR database is accurate and complete.

(d) Offerors and contractors may obtain information on registration and annual confirmation requirements by calling 1-888-227-2423, or via the Internet at <http://ccr.edi.disa.mil>.

(End of clause)]

**CENTRAL CONTRACTOR REGISTRATION (CCR)
VENDOR REGISTRATION VALIDATION PROCEDURES**

These procedures define the two methods for determining whether or not a vendor is registered in CCR and if not, how to register. The CCR query methods are either, the Interactive Voice Response System (IVR) or the World Wide Web (WWW) home page.

1. Interactive Voice Response System

a. Required Vendor information: DUNS number

b. Query Procedure:

1). Dial into the IVR System using one of the telephone numbers below.

	DSN (Gov't)	Toll Free	Commercial
Telephone	932-5757	(800) 841-4431	(616) 961-5757
Numbers			

2). Enter the vendors' DUNS number via the telephone keypad after the voice prompt. If the vendor is using a DUNS+4 number, press "0" to reach a technician who will assist in checking the registration status.

3). The DUNS number that is entered will be read back; a prompt will ask that the DUNS number entered be validated. If the correct DUNS number was entered, validate by pressing "1". If the number read back is not the desired DUNS number, press "2" and re-enter it via the keypad.

4). After validating the DUNS number, Step 3, the IVR will read back the correct DUNS number with a message stating one of the following:

- a). The vendor IS registered in CCR and the vendor's CAGE code is " ".
- b) The vendor IS NOT registered in CCR.

5). To perform additional IVR queries, press "2" and enter the next DUNS number.

2. World Wide Web

a. Required Vendor information: DUNS number or CAGE code

Note: Vendor name can be used for a World Wide Web query, but a faster match will be made with a DUNS number or CAGE code search. The difficulty of using a vendor name to query CCR is getting an exact match with the information in the database considering possible variations in capitalization, spelling, punctuation, use of abbreviations, etc.

b. Query Procedure:

- 1). Access the World Wide Web home page address: <http://ccr.edi.disa.mil/>.
- 2). Click on the PUBLIC QUERY button. The PUBLIC QUERY screen will appear.
- 3). Enter search criteria (i.e., DUNS number, CAGE Code, company name).
- 4). Click on the SEARCH button.

5). The query results will be displayed. If the search matches the company with the corresponding search criteria, the vendor is registered in CCR. If the search does NOT match the company with the corresponding search criteria, the vendor may not be registered in CCR (see note above regarding the use of vendor name).

6). To obtain additional details about a registered vendor (e.g., address and point of contact), click on the DUNS # button.

7). To continue searching for other vendor's registration status, delete the previous search criteria, enter new criteria and click on the REVISE QUERY button.

c. Vendor CCR registration Procedure:

1). Access the World Wide Web home page address:

<http://ccr.edi.disa.mil/>.

2). Complete the registration form by following the instructions on the screen.

a). A DUNS number is a mandatory data element for registering and this number can be obtained; a) Electronically by completing the form at <http://www.dnb.com/aboutdb/dunsform.htm> or b) by FAX by calling (800) 333-0505 for the appropriate FAX number.

b). A CAGE code is another mandatory data element for being registered in the CCR. A CAGE code can be obtained from the Defense Logistics Service Center (DLSC)* by contacting Customer Service and making menu selections at (888) 352-9333, FAX (616) 691-5305, or E-mail dlsc-cso@dlsc.dla.mil/. If registration forms for USA companies are submitted without the CAGE code, one will be assigned.

3). If desired, instructions are also included on the screen for completing the CCR registration form and faxing to the appropriate Registration Assistance Center (RAC). The RAC number can be obtained by calling (888) 227-2423.

* Now Defense Logistics Information Service (DLIS)

PART 4
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SUBPART 4.73— CENTRAL CONTRACTOR REGISTRATION

4.7303(b)(2)(d) Provide the Commercial and Government Entity Code on contractual documents transmitted to the payment office. (See DFARS 253.213-70(e),Block 9.)